



Job Description Form



GREAT SOUTHERN

Landscape Photos: Tourism Western Australia

Position Title

Position number: 006041

Patient Support Assistant

Regional Profile

The Great Southern is situated on Western Australia's south coast and covers 39,007 square kilometres. The Great Southern is unmatched for the scale, diversity and accessibility of its natural attractions, including rugged coastline, white sandy beaches, forests, wildflowers and the highest peaks in southern Western Australia. The region boasts robust tourism and primary production industries which provide the backbone of the economy. The town of Albany is central to WACHS Great Southern and is located alongside the historically rich and picturesque Port of Albany. The Regional Health Service offers one main health facility at Albany which is widely supported by a network of smaller Multi-Purpose Service (MPS) sites at Bremer Bay, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Plantagenet, Ravensthorpe and Tambellup.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate overview

Katanning Health Service provides: an integrated place-based care approach and supports the communities of Gnowangerup and Kojonup. Services include accident and emergency; medical and inpatient services; residential care; palliative care; theatre services; GP clinics; community care services, community mental health, population health services including Child health and School medicalhealth medical imaging, pathology and pharmacy.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	006041	Registration Date:	
Classification:	HSW Level 3/4	Location:	Great Southern - Katanning
Award / Agreement:	Hospital Support Workers Agreement		
Organisational Context:	Katanning Health Service – Hotel Services		

Position Overview

Assists with a range of support services as directed by Coordinator Support Services. Also provides personal care to clients of the hospital, under the direction of a registered nurse.

Reporting Relationships

<p>Responsible to:</p> <table border="1"> <tr> <td>615642</td> <td>Coordinator Support Services HSO Level G-4</td> </tr> </table> <p style="text-align: center;">↑</p> <p>This position:</p> <table border="1"> <tr> <td>006041</td> <td>Patient Support Assistant HSW Level 3/4</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Positions under direct supervision:</p> <table border="1"> <tr> <td></td> <td>Nil</td> </tr> </table>	615642	Coordinator Support Services HSO Level G-4	006041	Patient Support Assistant HSW Level 3/4		Nil	<p>Other positions reporting to this position:</p> <table border="1"> <tr><td>006025</td><td>Gardener HSW L1/2</td></tr> <tr><td>006027</td><td>Cook HSW L10</td></tr> <tr><td>006030</td><td>Food Service Assistant HSW L1/2</td></tr> <tr><td>006035</td><td>Casual Hotel Service Worker HSW L1/2</td></tr> <tr><td>006040</td><td>Cleaner HSW L1/2</td></tr> <tr><td>006050</td><td>Laundry Hand HSW L1/2</td></tr> <tr><td>006117</td><td>Cook HSW L5</td></tr> <tr><td>006140</td><td>Patient Support Assistant HSW L3/4</td></tr> <tr><td>006142</td><td>Cook HSW L5</td></tr> <tr><td>006168</td><td>Cleaner HSW L1/2</td></tr> <tr><td>006169</td><td>Patient Support Assistant HSW L3/4</td></tr> <tr><td>006173</td><td>Patient Support Assistant HSW L3/4</td></tr> <tr><td>616519</td><td>Cook HSW L5</td></tr> </table>	006025	Gardener HSW L1/2	006027	Cook HSW L10	006030	Food Service Assistant HSW L1/2	006035	Casual Hotel Service Worker HSW L1/2	006040	Cleaner HSW L1/2	006050	Laundry Hand HSW L1/2	006117	Cook HSW L5	006140	Patient Support Assistant HSW L3/4	006142	Cook HSW L5	006168	Cleaner HSW L1/2	006169	Patient Support Assistant HSW L3/4	006173	Patient Support Assistant HSW L3/4	616519	Cook HSW L5
615642	Coordinator Support Services HSO Level G-4																																
006041	Patient Support Assistant HSW Level 3/4																																
	Nil																																
006025	Gardener HSW L1/2																																
006027	Cook HSW L10																																
006030	Food Service Assistant HSW L1/2																																
006035	Casual Hotel Service Worker HSW L1/2																																
006040	Cleaner HSW L1/2																																
006050	Laundry Hand HSW L1/2																																
006117	Cook HSW L5																																
006140	Patient Support Assistant HSW L3/4																																
006142	Cook HSW L5																																
006168	Cleaner HSW L1/2																																
006169	Patient Support Assistant HSW L3/4																																
006173	Patient Support Assistant HSW L3/4																																
616519	Cook HSW L5																																

**WA Country Health Service –
Great Southern**

24 November 2021

REGISTERED



Key Duties/Responsibilities

1. DIRECTED PATIENT ASSISTANCE

1.1. Under supervision will assist in:

- the safe lifting, turning and general patient handling procedures
- the safe transfer of patients within the unit and, to designated areas of the hospital
- general patient hygiene requirements
- patient feeding
- courier items

1.2. Under direction will assist in:

- admission orientation to ward environment
- bed making, sanitising of beds
- discharge of patients
- position, assisting and feeding of patients

2. HOUSEKEEPING

- 2.1. Mopping floors.
- 2.2. Polishing / vacuuming floors.
- 2.3. Cleaning rooms, such as bathrooms, showers, utility rooms and offices.
- 2.4. Cleaning infectious rooms and beds.
- 2.5. Dusting, both damp and dry.
- 2.6. Carrying out general and specific ward maintenance.
- 2.7. Maintains hospital equipment and facilities, and reports damages / failures.

3. LINEN AND WASTE REMOVAL

- 3.1. Responsible for linen and waste removal within the unit in accordance with Hospital standards, procedures and policies.
- 3.2. Responsible for the distribution of clean linen supplies within the unit.
- 3.3. Responsible for all laundry including washing, folding and ironing as necessary.

4. MEALS AND REFRESHMENTS

- 4.1. Preparing early breakfasts and snack meals as required.
- 4.2. Distribution of patient meals and removal of trays within the unit.
- 4.3. Distribution and collection of water jugs and other patient refreshments in accordance with unit requirements.
- 4.4. Reheating patient meals when necessary.
- 4.5. Responsible for cleaning ward kitchen and fridge.
- 4.6. Responsible for the distribution and collection of patient menu requests.

5. INVENTORY MANAGEMENT

- 5.1. Maintaining stock levels, excluding pharmacy.
- 5.2. Preparing order lists and shelving goods received.
- 5.3. Procuring additional stock as required.
- 5.4. Delivering items as required.

6. SECURITY

- 6.1. Ensures security and safety requirements are observed in accordance with Hospital policies and procedures.

7. JOB MANAGEMENT

- 7.1. Positively participates in, and, promotes the Team Management concept within the unit.
- 7.2. Positively participates in performance management.
- 7.3. Actively participates in accreditation activities.
- 7.4. Communicates with all staff, patients and public.
- 7.5. Adheres to patient's rights according to customer service charter.

8. OTHER

- 8.1. Other duties as directed by supervisor.

WA Country Health Service –
Great Southern

24 November 2021

REGISTERED



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Demonstrated effective interpersonal and communication skills
2. Demonstrated time management skills
3. Demonstrated ability to work in a team or individually with minimal supervision
4. Demonstrated competency in computer skills to enable navigation of online policies, internal communication and completing online learning resources
5. Eligible for / or in possession of a current C or C-A Class drivers licence

Desirable

1. Certificate III Community Care or Aged Care (TAFE) or equivalent
2. Previous experience within a hospital environment
3. Basic understanding of cleaning practice standards and techniques
4. Basic understanding of the safe use and potential hazards associated with cleaning chemicals
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Aged Care Criminal Record Clearance
- Evidence of a current C or C-A Class driver's licence

WA Country Health Service –
Great Southern

24 November 2021

REGISTERED

